Duke University
Division of Student Affairs
Position Description

Official Job Title: Manager, Program Assessment  
Working Job Title: Associate Director, Assessment  
Job Code/Level/Family: 3795 / 13 / 28  
Department: AVP – Health Fees  
Supervisor: Associate Vice President and Dean of Students  
Position Status: Regular, Exempt, Full-time  
Supervisory Responsibilities: None

Nature of Responsibilities: In collaboration with content experts, lead the development and implementation of assessment strategies and initiatives to determine the impact of student-focused wellness programs and behavioral interventions in the Division of Student Affairs. Work closely with content experts in health and wellness departments (Counseling & Psychological Services, DukeReach, DuWell, and Student Health) and assessment colleagues on methods, tools, data analysis and reporting. With the data manager, ensure that assessment data is stored and accessed in line with Division and University requirements.

Specific Duties:

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<th>Specific Duties</th>
<th>% of Effort</th>
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<td>Analyze available data and determine gaps. Develop valid and reliable instruments to assess student learning, behavior changes, and development. Complete statistical analyses, manage data according to Division and University requirements. Prepare and disseminate reports and facilitate use of findings. Collaborate with colleagues on assessment projects.</td>
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<td>Work collaboratively to design, develop, and maintain databases for both quantitative and qualitative data.</td>
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<td>Conduct statistical and qualitative analyses on various small and large datasets. Generate customized reports for various audiences.</td>
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<td>Analyze, interpret, and report on data from institutional, departmental and divisional surveys.</td>
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<td>Perform related duties as assigned or required to meet department, division and university goals and objectives.</td>
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Required Minimum Qualifications:

Education: Work requires advanced knowledge of both statistical analysis and interpretation generally acquired through completion of a Master’s degree in a social sciences-related field. An earned doctorate in a related social science are with a focus on behavioral health is strongly preferred.

Experience: At least three years of relevant research and/or assessment experience involving advanced statistical analysis, interpretation, and report-writing. Experience developing and implementing a departmental assessment program.
Specific Skills and Competencies:

- Ability to collect, manage data and conduct statistical and qualitative analysis using data analysis software; experience using Tableau helpful
- Knowledge of both quantitative and qualitative research methodology
- Knowledge of strategic planning concepts and learning outcome assessment
- Knowledge of strategic planning concepts, behavioral health and learning outcome assessment
- Familiarity with educational assessment and online tools for data collection and handling